



**STATE OF MISSOURI**  
Division of Professional Registration

**CAREER OPPORTUNITY**  
An Equal Opportunity Employer

**TITLE:** Licensing Technician I  
**LOCATION:** Professional Registration – State Board of Accountancy  
Jefferson City, MO  
**SALARY RANGE:** \$21,984-\$23,064 (Pay Range 10)  
Salary increase available if appointment is a promotion  
**SCREENING DATE:** **May 7, 2010**

**APPLICATION PROCESS:**

**Screening begins May 7, 2010. Please send cover letter, resume and three professional references to:**

Division of Professional Registration  
Attn: Licensing Technician I  
P.O. Box 1335  
Jefferson City, MO 65102  
Fax: 573-751-0878  
Email: [sandy.sebastian@pr.mo.gov](mailto:sandy.sebastian@pr.mo.gov)  
EOE:F/M/V/D

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Determine an applicant's eligibility for new and renewed licensure.
- Enter and maintain database of licensee information with a high level of accuracy to detail.
- Respond to telephone and written inquiries regarding application processes.
- Mail requested forms and review licensing applications for completeness.
- Prepare correspondence.
- Review and prepare documents for imaging.
- Provide administrative support to the State Board of Accountancy as requested.
- Perform other related work as assigned.

**JOB KNOWLEDGE, SKILLS, AND ABILITIES:**

- Working knowledge of statutes and regulations governing the operation of the Board.
- Knowledge of the principles, practices and terminology of the professions licensed and regulated by the Board.
- Ability to comprehend and follow detailed instructions.
- Knowledge of basic computer applications and terminology.
- Ability to interpret, explain and apply statutes, regulations, policies and procedures.
- Ability to plan and organize work activities to achieve established goals and objectives.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively and to prepare clear and concise reports.
- Ability to demonstrate regular and predictable attendance.

**QUALIFICATIONS:**

- Two years of clerical or related office experience or responsible public contact work; or one year of clerical or related office experience with the Missouri Division of Professional Registration.
- Graduation from a standard high school or possession of a G.E.D. certificate.